

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 10/10/16

Job Posting: Muzi Motors

Date: 09/22/2016

Job Title: PART-TIME FILE CLERK

Hourly Pay: 11.00

Age Requirements: 14 + WITH WORK PERMIT

Job Hours: MONDAY THRU FRIDAY FLEXIBLE

Company Name: MUZI MOTORS INC

Company Address: 557 HIGHLAND AVE NEEDHAM

Company Website: WWW.MUZIMOTORS.COM

Contact Person: DEBORAH MARTIN

Number: 781-292-3457

Email: DMARTIN@MUZIMOTORS.COM

Brief Description of the job duties and qualifications needed (1-2 sentences):

MUST BE RESPONSIBLE AND ORGANIZED. THEY WILL PERFORM GENERAL OFFICE DUTIES INCLUDING BUT NOT LIMITED TO FILING, FAXING, DATA ENTRIES.

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Job Posting: St Joseph's Basketball

Date: 09/19/16

Job Title: referee

Hourly Pay: \$15 per game

Age Requirements:

Job Hours: varies

Company Name: St Joseph's Basketball Program

Company Address:

Company Website:

Contact Person: Steve Blomberg

Number:

Email: coachsteve39@msn.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Please Contact Steve Blomberg at: coachsteve39@msn.com. Include your name, grade, email address and a phone number. A refereeing clinic is required from which qualified referees will be selected for the program.



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Job Posting: Captain Marden's Seafood

Date: 9/15/2016

Company Name: Captain Marden's Seafoods

Job Title: Seafood Counter Clerk

Hourly Pay: 10.00

Job Hours: 3-6 afternoons, Saturday or Sunday 10-5:30

Age Requirements: 15

Company Address: 279 Linden Street

Company Website: www.captainmardens.com

Contact Person: Nancy Goodall

Number: 781-235-0860 x212

Email: ngoodall@captainmardens.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary but excellent customer service skills required. You will handle seafood and help customers with purchases. One weekend day and one or two afterschool days.

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Job Posting: Student Music Teacher

Date: 9/13/2016

Job Title: *Music Teacher*

Hourly Pay: \$20

Age Requirements: *14 and older*

Job Hours: *1 hour per week/weekend schedule is preferred.*

Company Name:

Company Address:

Company Website:

Contact Person: *Myrna Zakarian*

Number: 781-449-1105

Email: myrna@myrnazakarian.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are looking for a high school student(s) to give drum and piano lessons to our sons, Riley (10) and Avery (7). If you play either instrument, please contact us for more information. Thanks!



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Job Posting: Cutler & Wilensky, LLP

Date: 9/13/16

Job Title: office assistant

Hourly Pay: \$12/ hour

Age Requirements: 15+

Job Hours: 6+

Company Name: Cutler & Wilensky, LLp

Company Address: 175 Highland Ave, Needham MA

Company Website: www.cutlerlegal.com

Contact Person: Barry Wilensky

Number: 781-429-3105

Email: Barry@cutlerlegal.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

MS office, Light Typing, MS word & Excel, Filing. Mostly administrative in nature but cordial setting in small law firm. Will learn legal concepts and great for resume!

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Job Posting: Avante Hair Salon

Date: 9/9/16

Job Title: Front Desk Receptionist

Hourly Pay: \$12/ hour

Age Requirements: 16

Job Hours: 1-2 Saturdays/ month 8:30am-5:30pm

Company Name: Avante Hair Salon

Company Address: 43 Chapel Street, Needham MA

Company Website: AvanteHairSalon.com

Contact Person: Kellie M.

Number: email only

Email: Avantehairsalon@gmail.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Duties include checking in clients, answering phones and light cleaning to keep salon looking its best. It is crucial the candidate can multi-task and is able to communicate effectively and can demonstrate attention to detail.

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Job Posting: PK Walsh Co

Date: 9/7/16

Job Title: Intern

Hourly Pay: \$11,00

Age Requirements: 16

Job Hours: Flexible

Company Name: PK Walsh Co

Company Address: 75 Second Ave Needham MA Suite 401

Company Website: www.pkwalsh.com

Contact Person: Kathy Walsh

Number: 774-244/0618

Email: Kathyw@pkwalsh.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Data Entry into QuickBooks, Assist Front Desk Coordinator, Filing, confirming appts, sending reminder/letters,

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Job Posting: Mall Cleaners

Date: 9/7/16

Job Title: Clerk

Hourly Pay: \$10

Age Requirements: 15

Job hours: 3:00-6:30 Monday-Friday and Sat 8-5 (Start immediately)

Company name: Mall Cleaners

Company Address: 397A Great Plain Avenue (across from Hersey Train station)

Company website: n/a

Contact person: Eleni Voyiatzis

Number: 617-792-2300

Email: fishboy7375@yahoo.com

Brief description Of job duties and qualifications needed (1-2 sentences):

Family owned business looking for friendly person(s) who enjoys working in customer service. Willing to train, but register experience a plus. Duties include taking in/giving out orders, pinning clothes, and service with a smile.

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Job Posting: ReTele Communications, Inc

Date: 9/7/16

Company Name: ReTele Communications, Inc.

Job Title: Warehouse

Hourly Pay: \$15

Job Hours: After school 2-3 hours, 2-3 days/week

Age Requirements: 16-18

Company Address: 29 Franklin Street, Needham, MA 02494

Company Website: <http://www.retele.com>

Contact Person: Ellen Vigoda

Number: 617-692-3704

Email: evigoda@retele.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Great entry level part-time job. Packing and shipping boxes and various other duties.

Physically able to lift 40 lbs.

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Job Posting: Needham Sudbury Farm

Date: 10/1/16

Job Title: Cashiers

Hourly Pay: \$10 to \$12

Age Requirements: 14

Job Hours: Flexible (Days, Nights, and Weekends)

Company Name: Needham Sudbury Farms

Company Address: 1177 Highland Avenue, Needham MA 02492

Company Website: <http://www.rochebros.com/>

Contact Person: John McCarthy

Number: 781-449-9180

Email: jmccarthy@rochebros.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Great entry-level part-time job with flexible hours and potential to grow with the company.

Requires exceptional customer service skills and the ability to stand for extended periods of time.

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Job Posting: Staples

Date: 10/1/2016

Company Name: Staples

Job Title: Sales Associate

Hourly Pay: \$9.10 + based on experience

Job Hours: 10-20

Age Requirements: 16+

Company Address: 163 Highland Ave, Needham, MA

Company Website: Staples.com

Contact Person: Tiffany McNulty

Number: 781-449-5766

Email: tiffany.mcnulty@staples.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary...Position Summary: Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

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Job Posting: Walgreens

Date: 10/1/2016

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

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Job Posting: TJX Companies

Date: 10/1/16

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).